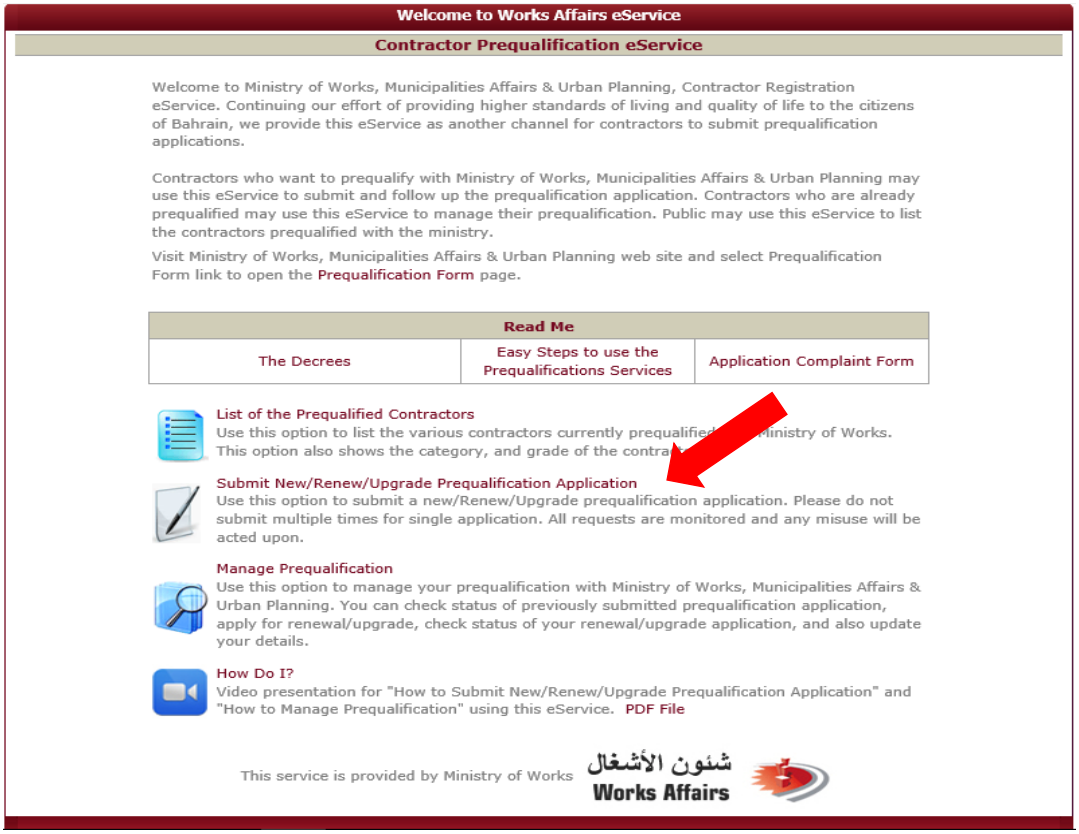
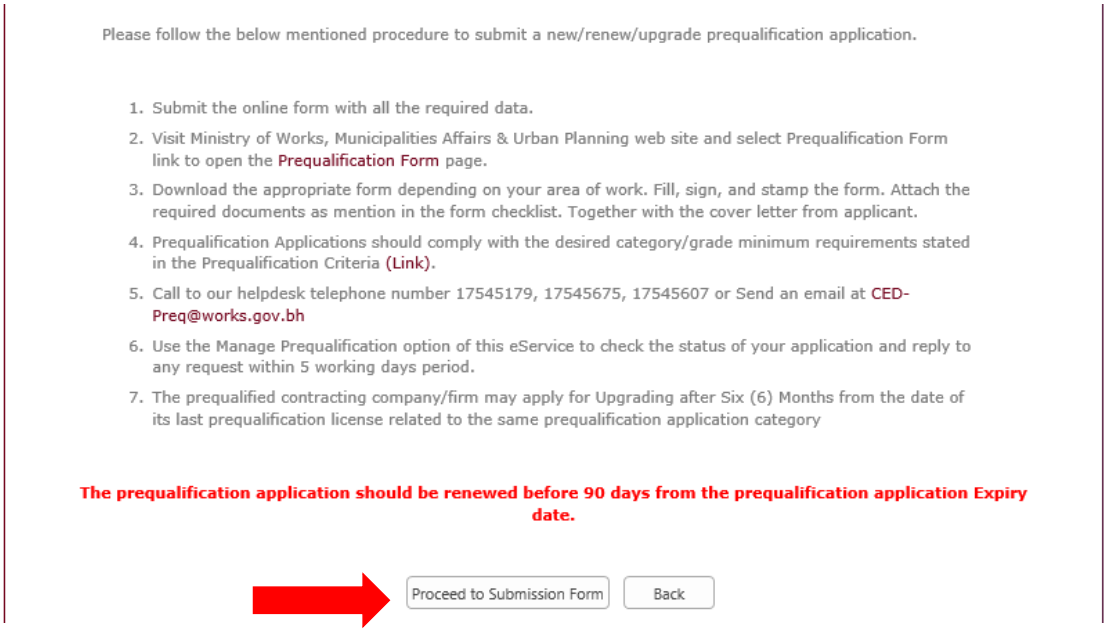
Easy Steps to use the Prequalification Service Online

5 Easy Steps to Submit a Prequalification Application

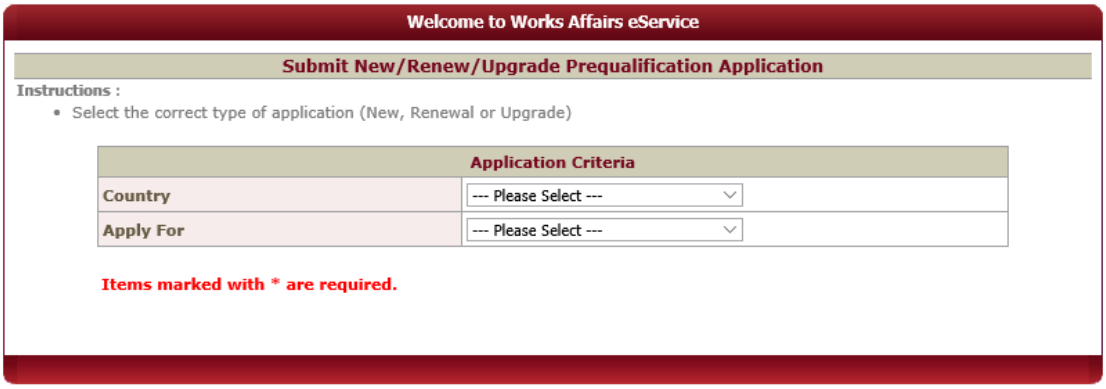
Step # 1: Choose "Submit New Prequalification Application" Link and then Click "**Proceed to Submission Form**" button.



Step # 2: Read carefully submission procedures and notes before proceeding to submission form.

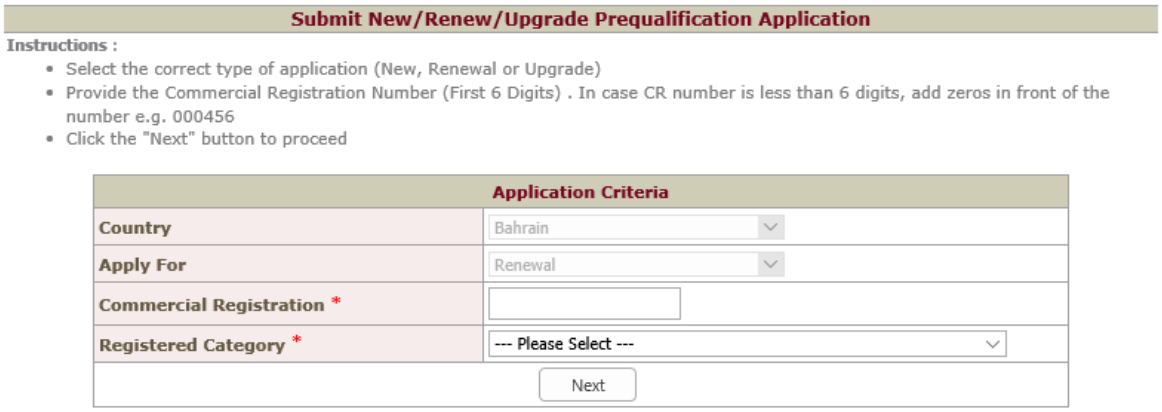


Step # 3: Choose the Country of origin and choose the correct application type ("New", "Renewal" or "Upgrade").



For New Application: Fill up required information and then Click "Submit" button to complete.

For Renewal or Upgrade: Provide the first six digits (For Bahraini Company) of Commercial Registration number and the previous registered category e.g. Buildings – Construction Project A and then Click the "Next" button to proceed to Step # 4.

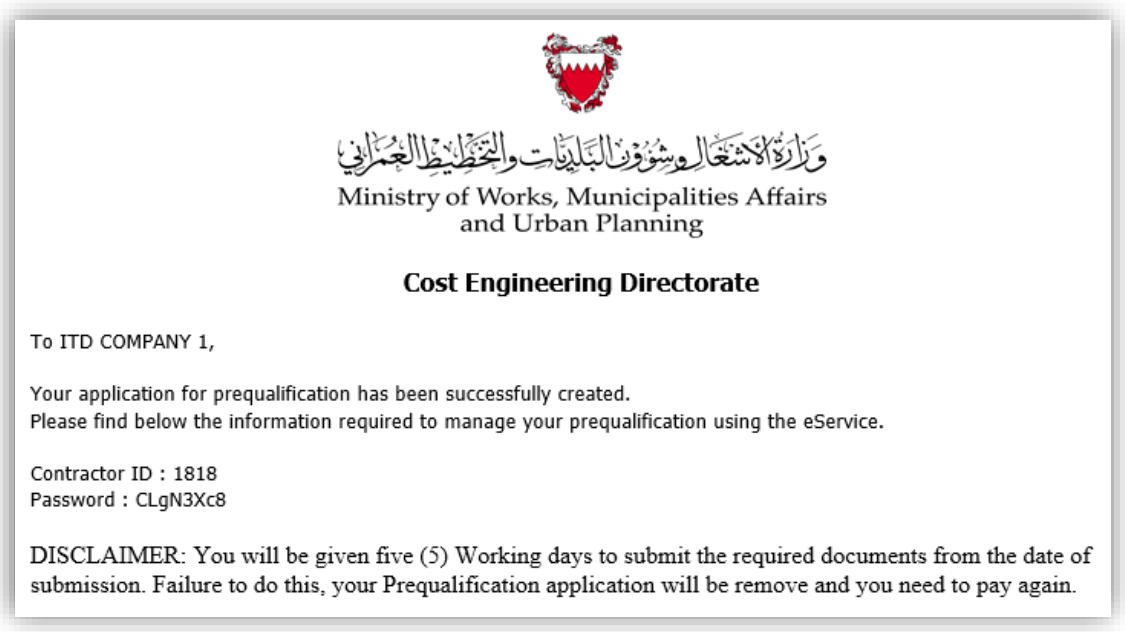


Step # 4: Required information marked as (*) asterisk, for New Application some input box are need to provide at that time, for Renewal and Upgrade some input box are not able to change like *Company Name, CR Number*, and then Click "Submit" button to complete.

Application Details	
Commercial Registration *	The first 6 digits are the CR Number and the Branch Number after the dash.
Requested Category *	Buildings - Construction Projects- Grade B
Company Name *	
Owner Name *	
P. O. Box *	70303 Enter PO box number, City and Country. Ex. 125 Manama, Kingdom of Bahrain
Company Phone *	
Company Fax *	
Address *	

Flat Number *	Enter '0000' in case Flat Number is not available
Building Number *	
Road Number *	Enter '0000' in case Road Number is not available
Road Name *	Enter 'N/A' in case Road Name is not available
Block Number/Zone *	
Area or City *	
Country	BAHRAIN

Note: Email notifications to be sent to the email address provided from the time of submission with payment, this notification is containing the auto-generated Contractor ID and secured Password. (See below the sample notification)



وزارة الأشغال وشؤون البلديات والتخطيط العمراني

Ministry of Works, Municipalities Affairs and Urban Planning

Cost Engineering Directorate

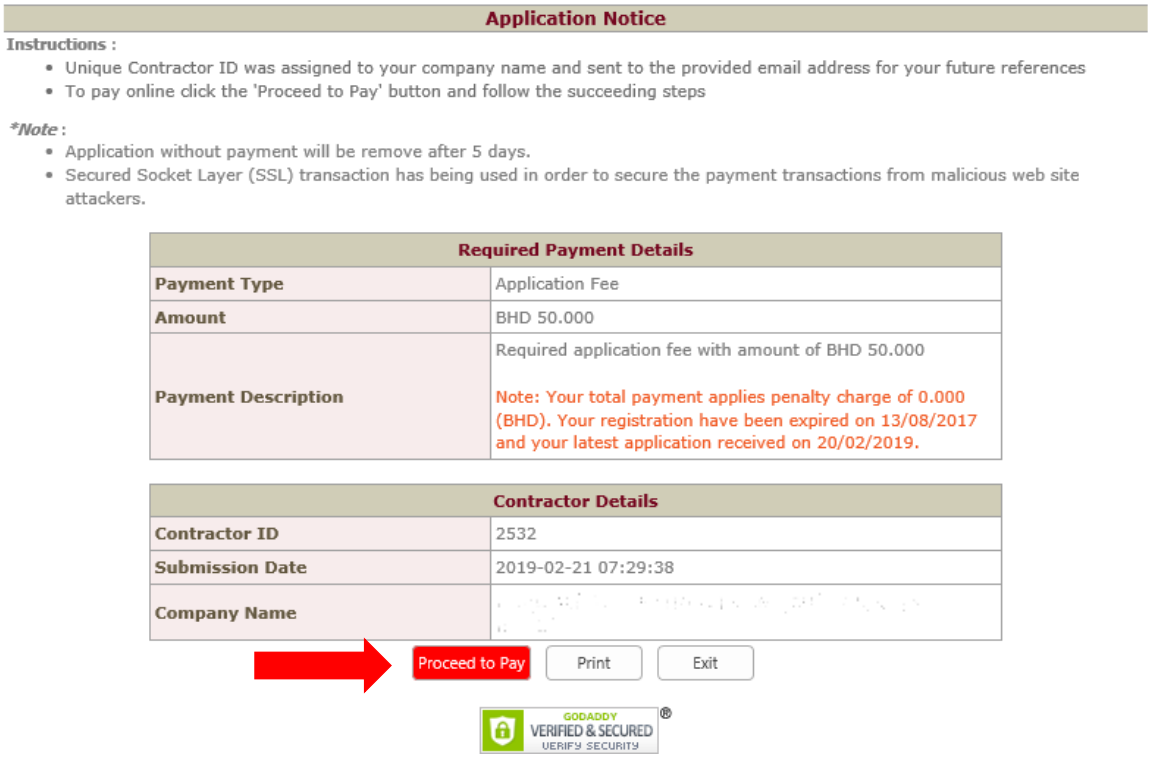
To ITD COMPANY 1,

Your application for prequalification has been successfully created.
Please find below the information required to manage your prequalification using the eService.

Contractor ID : 1818
Password : CLgN3Xc8

DISCLAIMER: You will be given five (5) Working days to submit the required documents from the date of submission. Failure to do this, your Prequalification application will be remove and you need to pay again.

Step # 5: Click the "**Proceed to Pay**" button to Pay Online.



Application Notice

Instructions :

- Unique Contractor ID was assigned to your company name and sent to the provided email address for your future references
- To pay online click the 'Proceed to Pay' button and follow the succeeding steps

Note **:**

- Application without payment will be remove after 5 days.
- Secured Socket Layer (SSL) transaction has being used in order to secure the payment transactions from malicious web site attackers.

Required Payment Details	
Payment Type	Application Fee
Amount	BHD 50.000
Payment Description	Required application fee with amount of BHD 50.000 Note: Your total payment applies penalty charge of 0.000 (BHD). Your registration have been expired on 13/08/2017 and your latest application received on 20/02/2019.

Contractor Details	
Contractor ID	2532
Submission Date	2019-02-21 07:29:38
Company Name	

Proceed to Pay | Print | Exit

GODADDY VERIFIED & SECURED VERIFY SECURITY

Payment Information

Service Name	: Contractor Prequalification
Reference No	: Commercial Registration Number
Total Amount	50.000 BHD

Select Payment Method

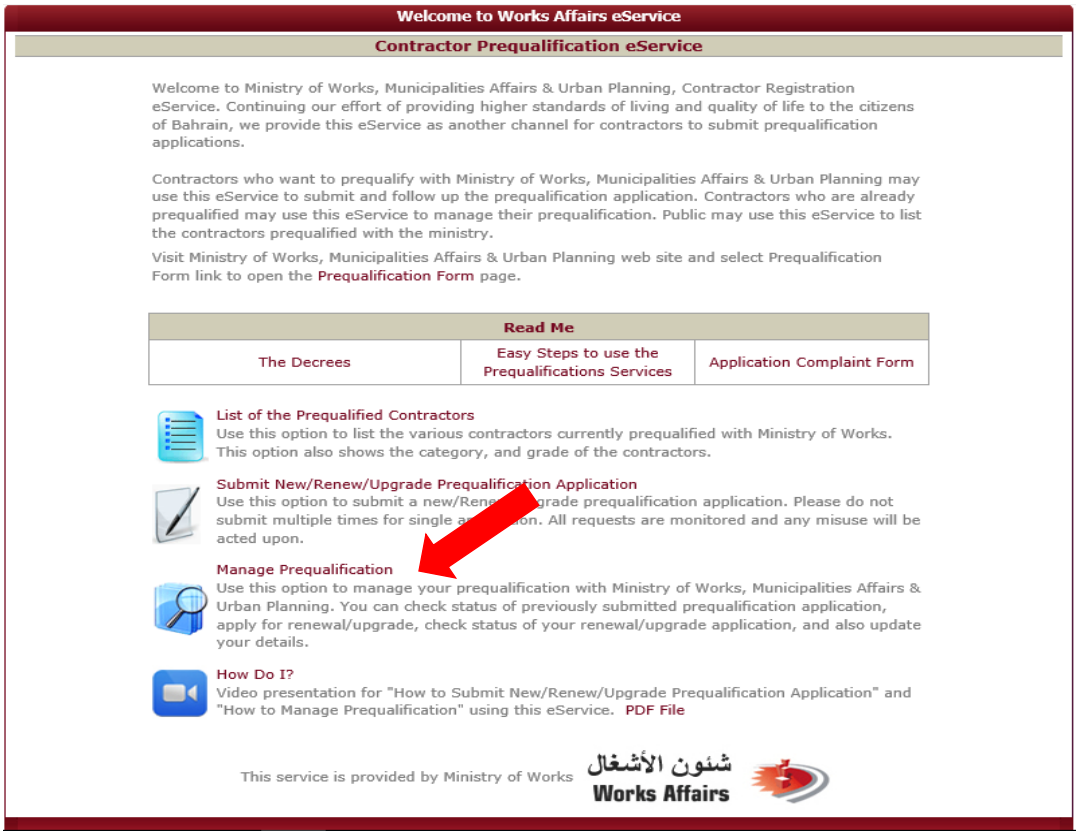
Credit Card

Debit Card

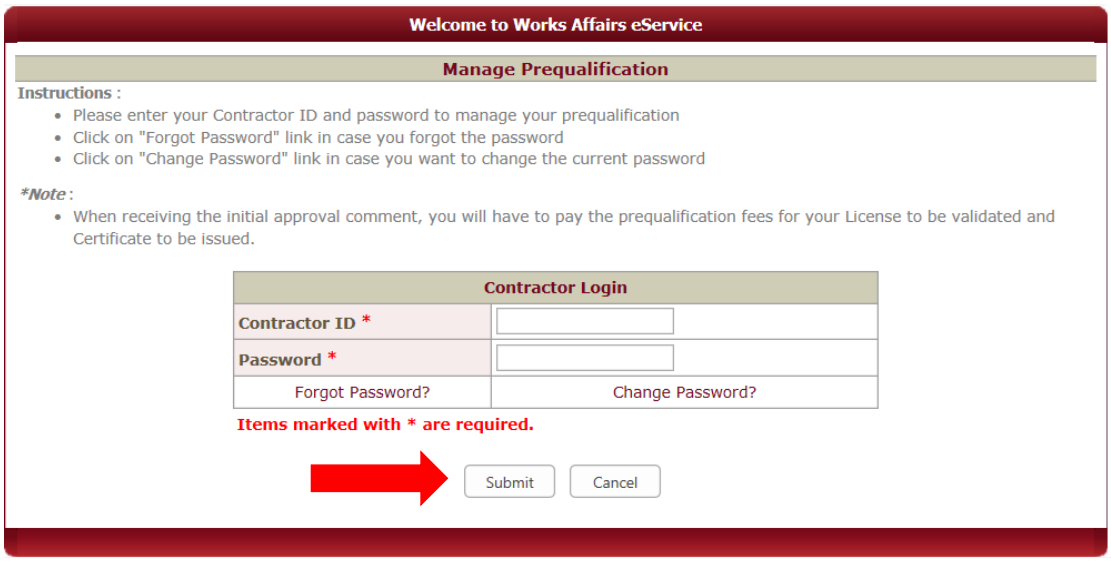
Cancel

2 Easy Steps to Pay Online

Step # 1: Choose "Manage Prequalification" Link.



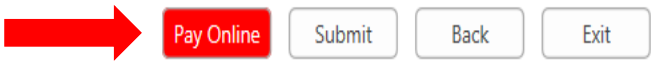
Step # 2: Provide the Contractor ID and Password and then Click "**Submit**" button to proceed. *Note: Please check your email in your inbox and spam folder.*

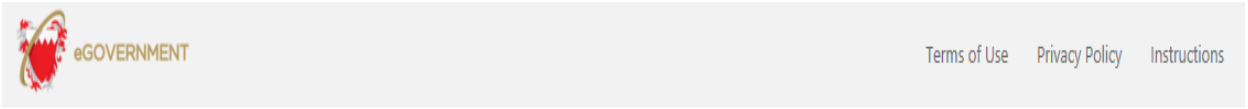


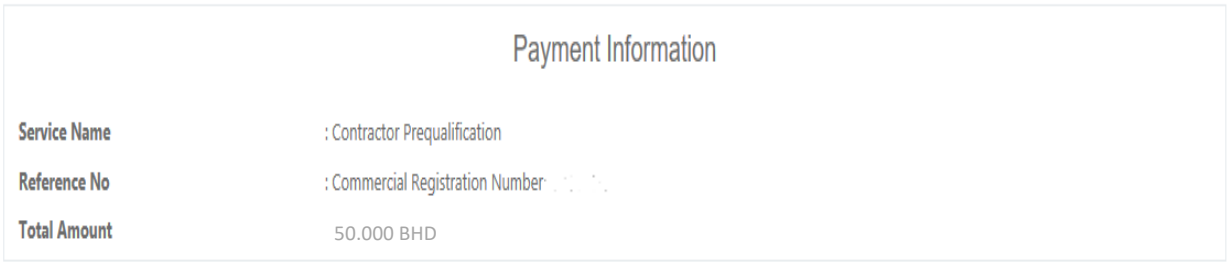
Scroll-down until the end of the page, button highlighted in Red "Pay Online", click and then follow the proceeding page to complete.

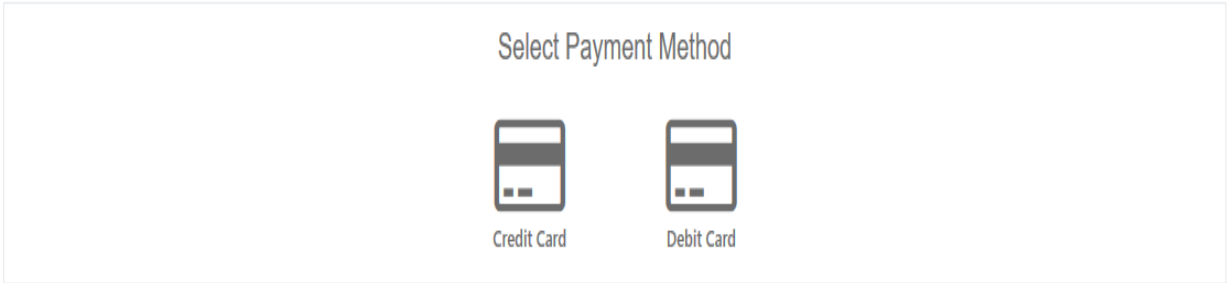
Registration Date	-
Expiry Date	-

Company Representative Contact Details	
Name	Jon
Telephone Number	
Mobile Number	



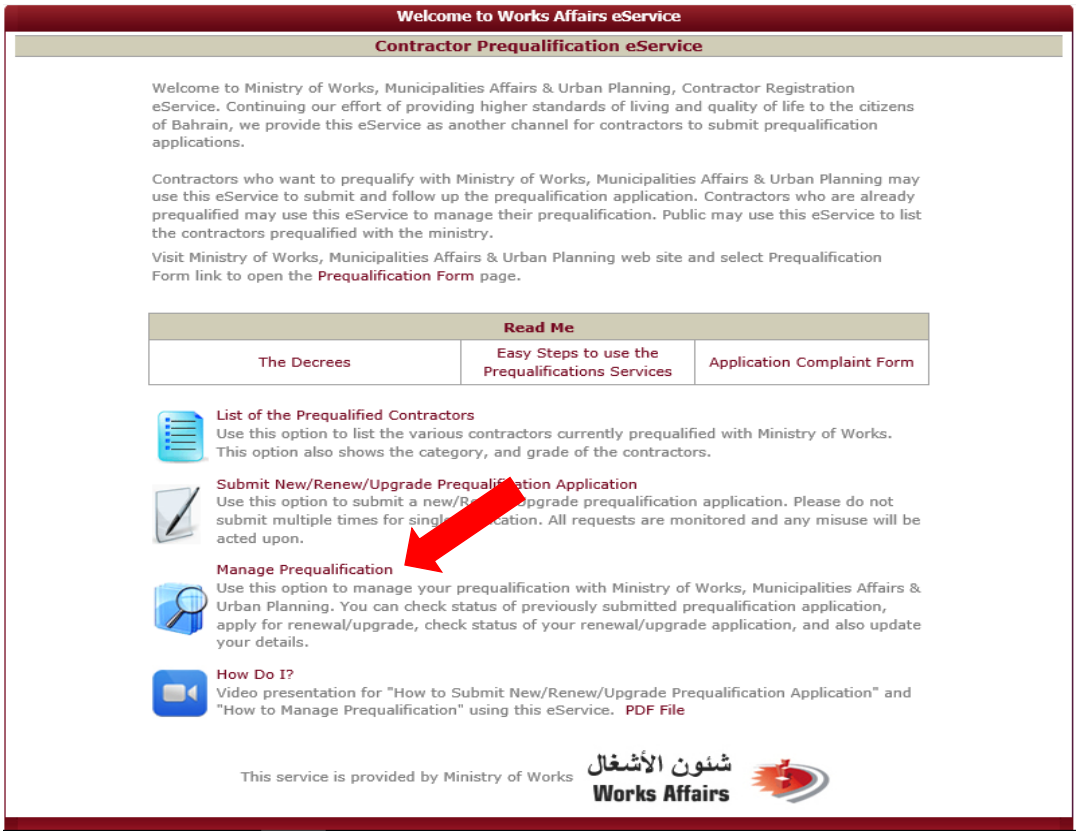




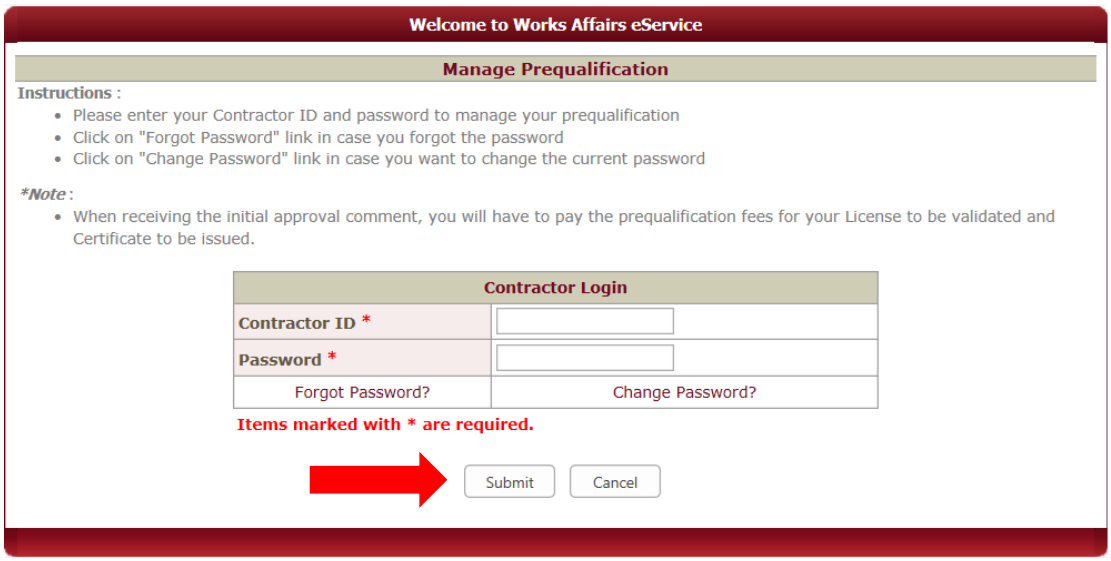


3 Easy Steps to Upload Required Documents

Step # 1: Choose "Manage Prequalification" Link

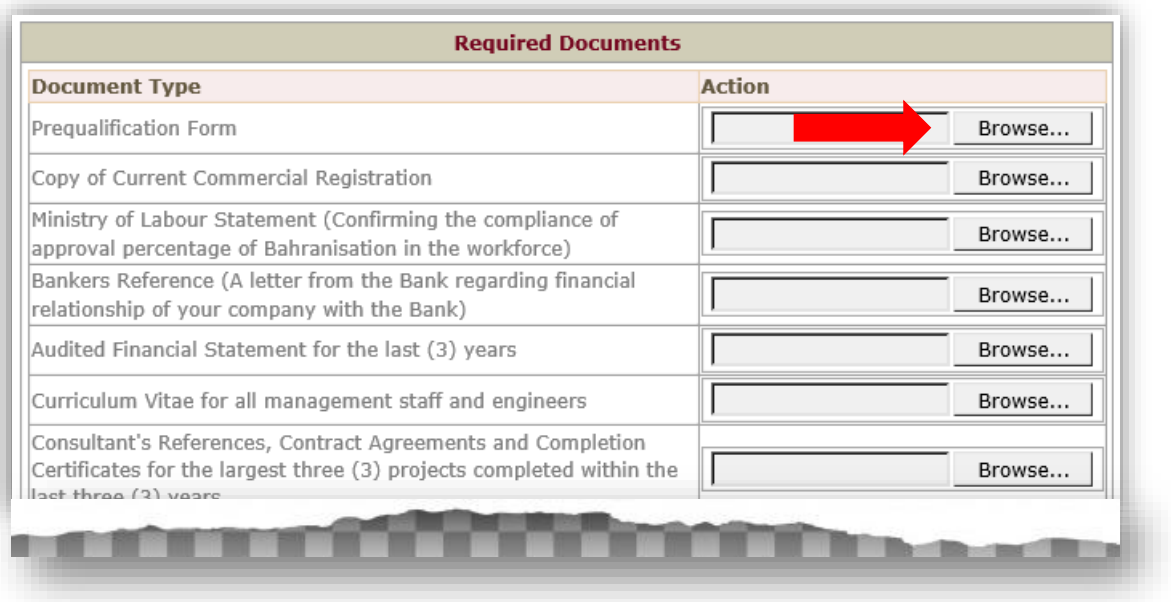


Step # 2: Provide the Contractor ID and Password and then Click "**Submit**" button to proceed. *Note: Please check your email in your inbox and spam folder.*



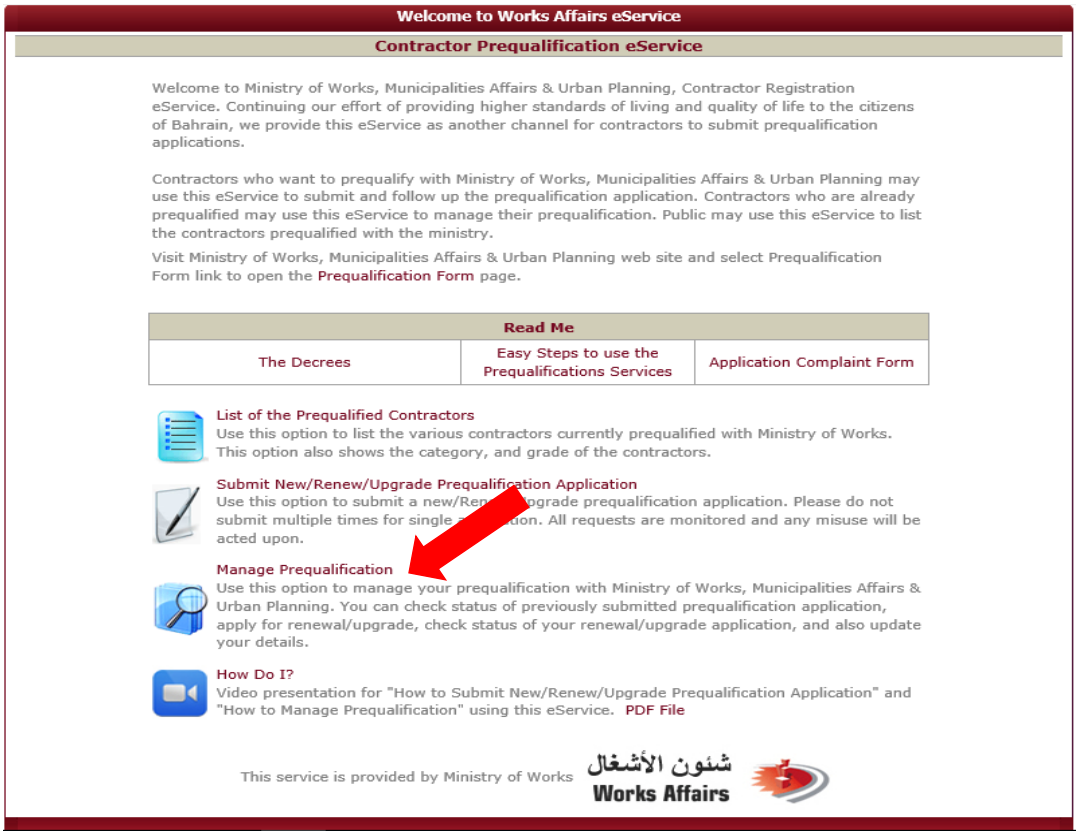
Scroll-down until the end of the page, button "Attachments", click and then follow the proceeding page to complete.

Step # 3: Choose the Document Type that going to Upload, click the "Browse" button *in some browser it is "Choose"*, then wait until the uploading of file is completed. *Note: Make it one-by-one uploading*.

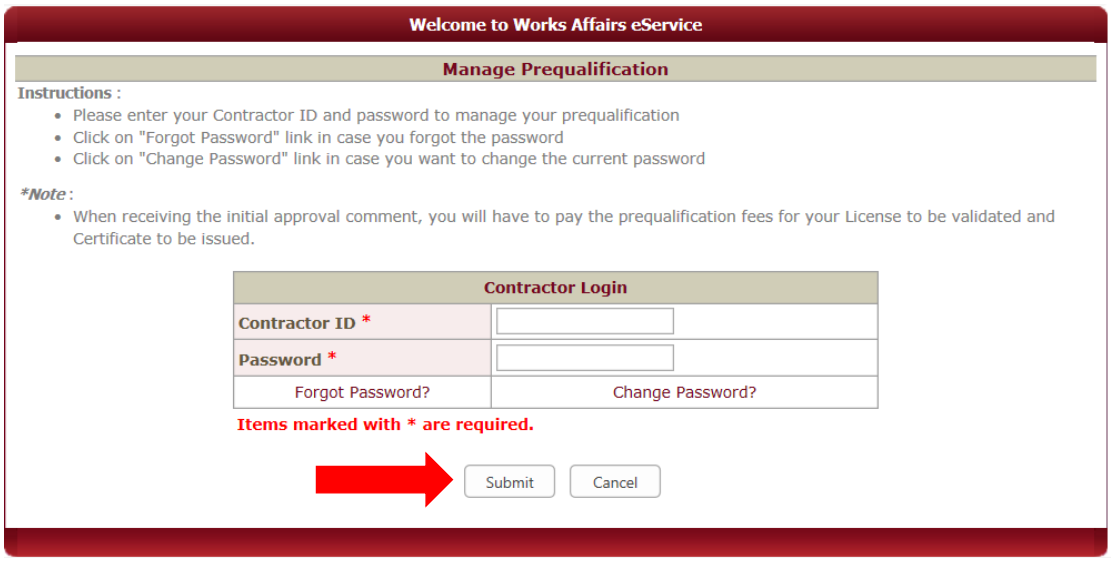


3 Easy Steps for Additional Requirements

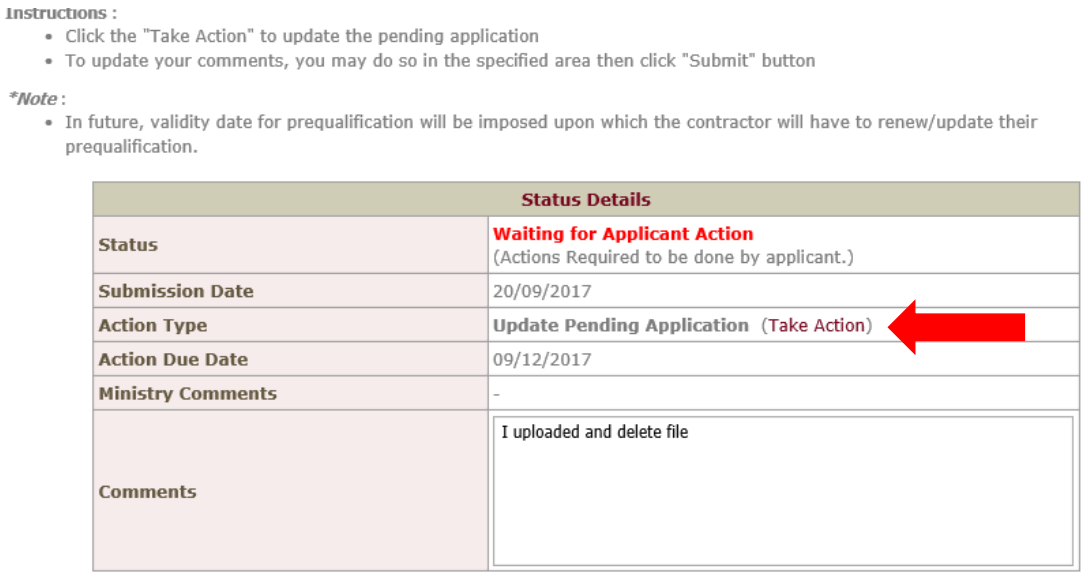
Step # 1: Choose "Manage Prequalification" Link

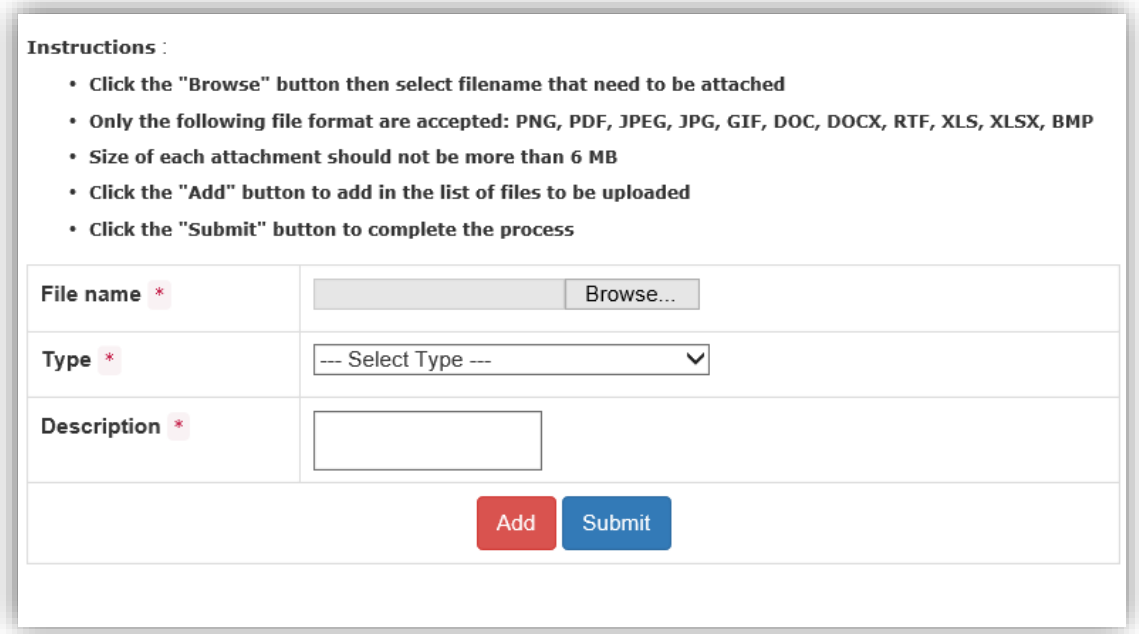


Step # 2: Provide the Contractor ID and Password and then Click "**Submit**" button to proceed. *Note: Please check your email in your inbox and spam folder.*



Click the (Take Action) link and then the pop-up page will appear to upload the additional required documents.



Step # 3: Choose the file by clicking the "Browse" button in *some browser it is "Choose"* and then select the type of document example: *Copy of the Commercial Registration and then provide a short description of the documents*. If you need more than one file to upload, you may do repeat the process by choose another file and then click "Add" again, until all additional required documents has been added.

NOTE: Don't forget to click the "Submit" button to send to your Prequalification application.